PERMIT SUBMITTAL REQUIREMENTS FOR
Garage & Accessory Structures

PERMITTING & DEVELOPMENT
BUILDING
DIVISION
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The purpose of this handout is to assist the public in complying with the detailed permit submittal requirements. It is not a complete list of permit or code requirements and should not be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness. Only complete applications will be accepted by the city for review.

PERMIT REQUIRED: A permit is required for the repair, alteration or construction of a garage.

A building permit is required for the construction of other detached accessory structures such as tool and storage sheds and similar uses, greater than 200 square feet when accessory to a Single Family Residence, and greater than 120 square feet when accessory to Commercial or Multifamily buildings, measured from the outside exterior wall or post, **provided the property is not located in a designated critical area.** For multifamily and commercial projects, design review approval is required prior to installation regardless of the size.

NOTE: Even if an accessory structure is exempt from permit requirements, it still must comply with zoning site development standards (i.e. setbacks and height). Please check with the planning Division for applicable requirements.

CODES: Current Edition Adopted

- International Residential Code
- International Building Code

FEES:

- Based on square footage

SUBMITTAL REQUIREMENTS:

1) PERMIT APPLICATION Form A

TWO (2) COPIES OF THE FOLLOWING:

2) CRITICAL AREAS CHECKLIST

A Critical Areas Determination, issued by the Planning Division, must be completed and on file with the City. Provide applicable information as indicated by the decision.

3) SITE PLAN *(See attachment A)*

It is the applicant's responsibility to submit a true and accurate site plan, scaled 1= 20', containing the following information:

- ☐ Property owner's name and street address.
- ☐ North arrow designation, Scale 1"= 20' and property line dimensions.
- ☐ Streets, approaches, driveways, sidewalks, alleys, easements (public and private), paved areas, street dedications and adjacent City right-of-way (developed or undeveloped), show all dimensions.
- ☐ Existing water courses of any size, i.e., streams, creeks, ponds, ditches, etc.
- ☐ Dimension all buildings and structures (label them existing or proposed), indicate setback distances, lot area and lot coverage.
- ☐ Building height calculations.
- ☐ Surface elevations at each corner of the lot. Topographic lines at five (5) foot intervals for slopes 15% or less and at two (2) feet intervals for slopes greater than 15%. Indicate driveway slope.
- ☐ Impervious area calculations.

4) STORMWATER MANAGEMENT PLAN

Submit a completed Stormwater Classification Worksheet with all storm system plans. For Low Impact Development (LID) and/or an infiltration system proposals, see requirements including approved soil testing methods and standard details. Stormwater Handouts and ECDC Chapter 18.30 are available for reference.

5) GRADING PLAN

When grading exceeds 50 cubic yards, provide a grading plan scaled 1"= 20', with yardage calculations specifying the number of cubic yards removed, filled or graded. Show existing grade contours and proposed finished grades at two (2) foot intervals.

NOTE: When grading exceeds 499 cubic yards of fill, excavation or cut, a SEPA Environmental Checklist and Adjacent Property Owners list must be submitted. Contact the Planning Division for fees and processing information.

6) WORKING DRAWINGS, scaled ¼"= 1'

GENERAL NOTES

- ☐ Name and address of property owner and project contact person.
- ☐ Copies of recorded access or utility easements.
- ☐ Zoning, lot square footage, building pad area, and structural lot coverage.
- ☐ Design loads: Dead, live & wind
- ☐ Soil classification (i.e., soil bearing 2000psf) concrete strength, reinforcement steel grades.
- ☐ Specify timber species and lumber grades, plywood span indexes for roof, wall, floor sheathing.
- ☐ Nailing schedules for floor, wall, roof sheathing

FOUNDATION PLAN & DETAILS *(See attachments B, C & D)*

A site specific foundation plan is required and shall be designed based on the soil classification determined by explorations on site. Show the following:

- ☐ Slab, footing and wall dimensions (thickness and height), grade and size of reinforcing steel, spacing and size of vertical and horizontal rebar and anchor bolts, location of proposed holdowns or other seismic connectors.
- ☐ It is permissible to use the foundation plan also as the floor plan; show the use of all space(s). Indicate plumbing and mechanical fixtures and floor material. For attached structures show openings (door and windows) in common walls and the use of rooms adjacent to the proposed garage.

CONSTRUCTION AND SECTION DETAILS

(See attachments C, D & F)

- ☐ Framing cross section from foundation to roof including; stud, post, joist, rafter, truss size and spacing, show direction, support, connections, blocking, headroom, finish materials, siding, roof pitch, and ventilation.
- ☐ Exterior wall bracing is required. Typically, bracing is satisfied by installing solid 4 foot sheathed panels at each building corner. See IRC for alternate braced panel designs.
- ☐ Show post and beam connection details (positive connection is required at all posts and beams). Provide beam calculations for all beams greater than 8' in length.
- ☐ Provide a roof framing plan. All rafters/trusses shall be anchored to bearing walls with approved framing anchors. Truss drawings shall be provided to the building inspector at the framing inspection.
- ☐ If the garage will be attached to an existing structure, provide connection details.

NOTE: Plans which do not meet conventional construction as detailed in the International Residential Code, must be designed in accordance with the structural provisions of the International Building Code by a Washington State licensed design professional with supporting calculations included in the submittal.

ELEVATION VIEWS *(See attachment G)*

- ☐ Front, rear, sides of the garage, finished slopes within 5 feet and finished floor elevations.
- ☐ Show location and size of windows, doors, skylights, etc.
- ☐ Show actual and maximum height of the structure taken from the average grade as determined by the height calculations.

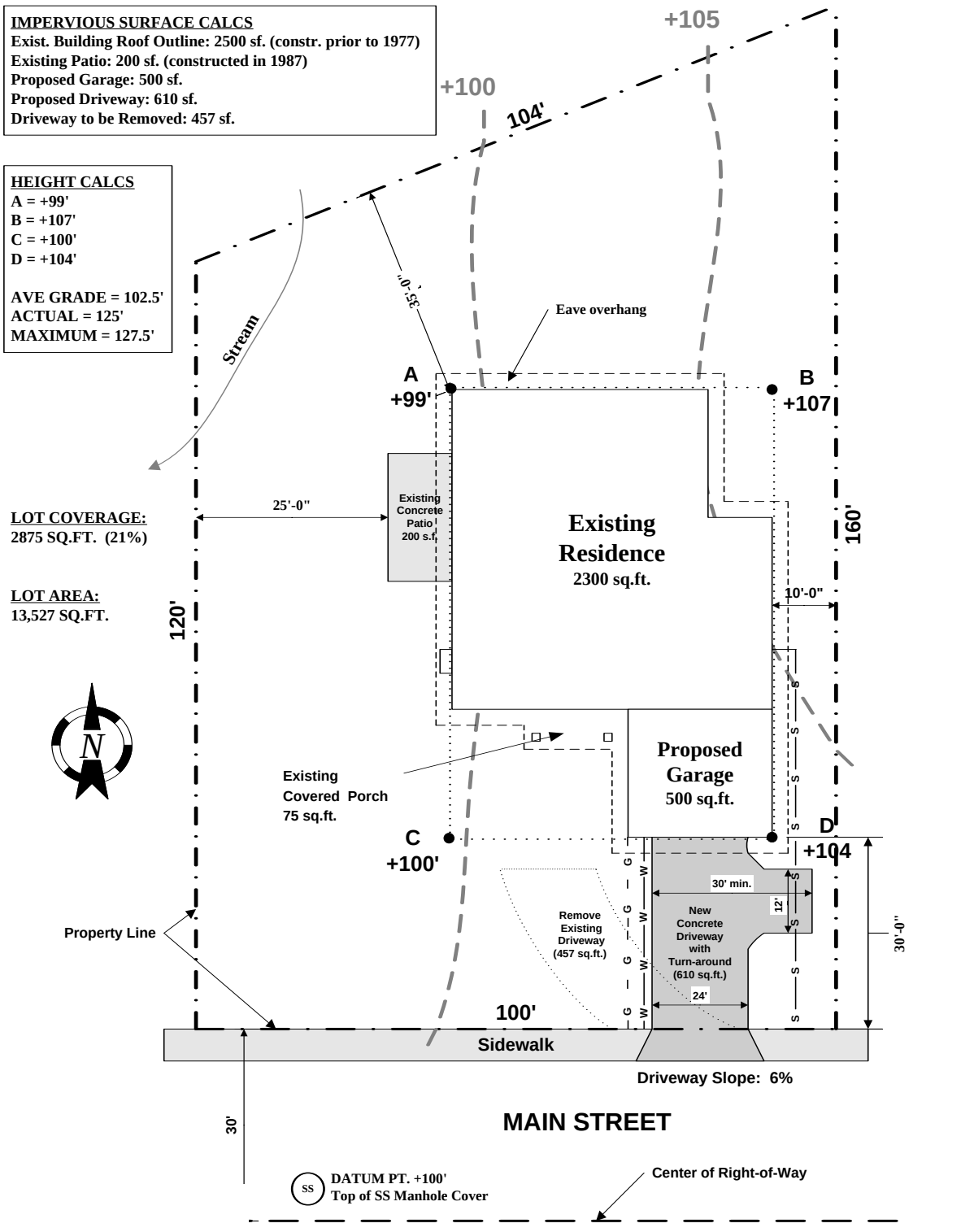
HEIGHT CALCULATIONS *(See attachments A & G)*

- ☐ Stake out the smallest rectangle that encompasses all four corners of the building at original, undisturbed soil. Do not include eaves if they project no more than 30 inches.
- ☐ Select a datum point to establish a starting mark to compute height calculations. The datum point must be a permanent point of reference and be located off site (i.e. top of a manhole cover, fire hydrant, or street monument). Reference the datum point at elevation +100.
- ☐ Calculate the difference in elevation at each building corner of the rectangle, above or below, the datum point mark of +100.
- ☐ Add the four corner elevations and average--this figure is the average grade.
- ☐ Add 15 feet to the average grade, this is the maximum height allowed.
- ☐ On the plot plan show the grade elevations at each building corner, the datum point, the original grade, the average grade and the actual height.
- ☐ If the garage is attached to an existing house you must include the existing and proposed structures within the smallest rectangle that encompasses all four corners of both buildings in order to determine the average grade. From the average grade the maximum height would be 25 feet for attached structures.

NOTE: Detached structures in residential zones are limited to 15 feet in height.

SAMPLE SITE PLAN

Scale: 1"=20'



ATTACHMENT A

SAMPLE ACCESSORY BUILDING SITE PLAN

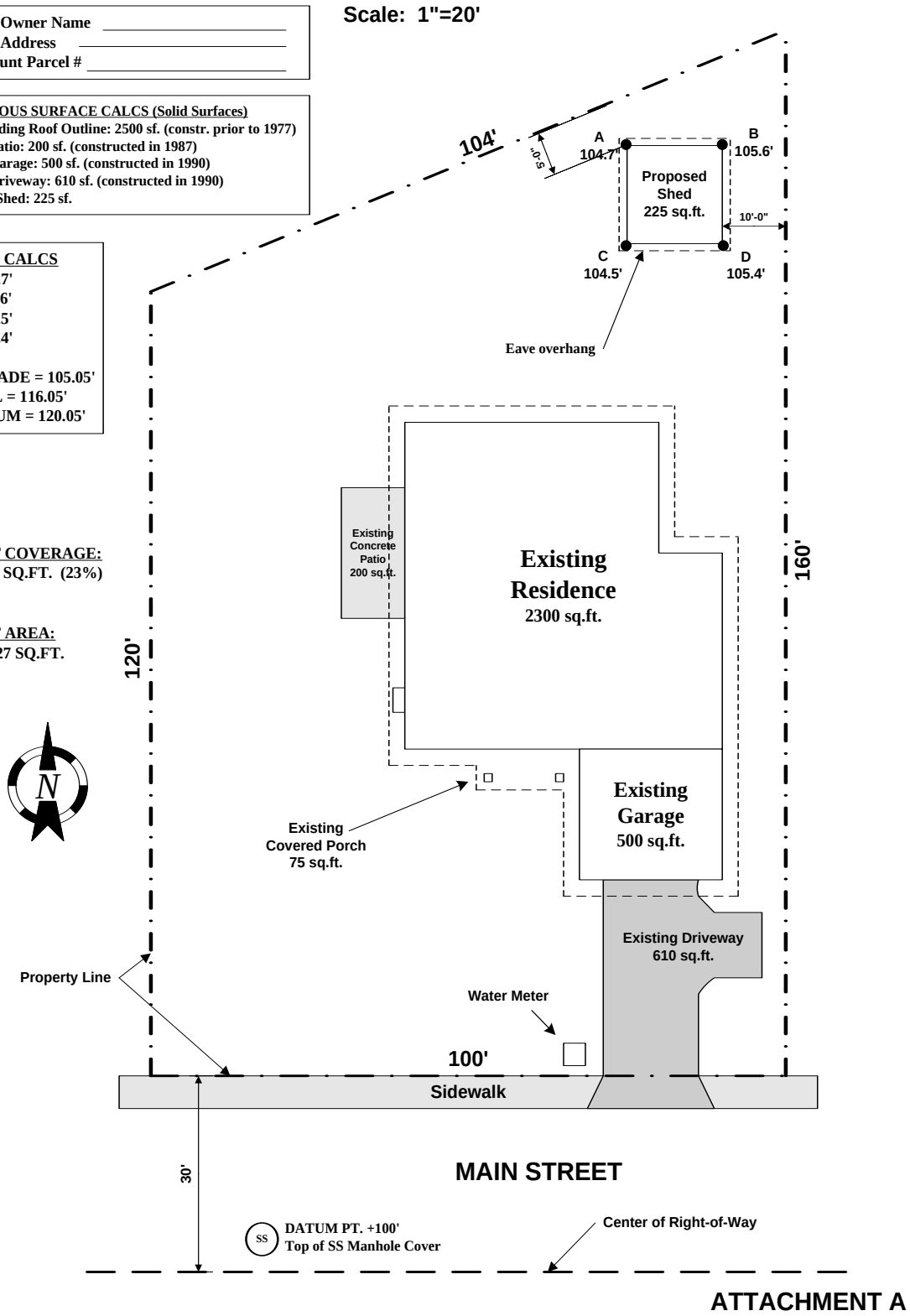
Property Owner Name _____
Property Address _____
Tax Account Parcel # _____

IMPERVIOUS SURFACE CALCS (Solid Surfaces)
Exist. Building Roof Outline: 2500 sf. (constr. prior to 1977)
Existing Patio: 200 sf. (constructed in 1987)
Existing Garage: 500 sf. (constructed in 1990)
Existing Driveway: 610 sf. (constructed in 1990)
Proposed Shed: 225 sf.

HEIGHT CALCS
A = +104.7'
B = +105.6'
C = +104.5'
D = +105.4'

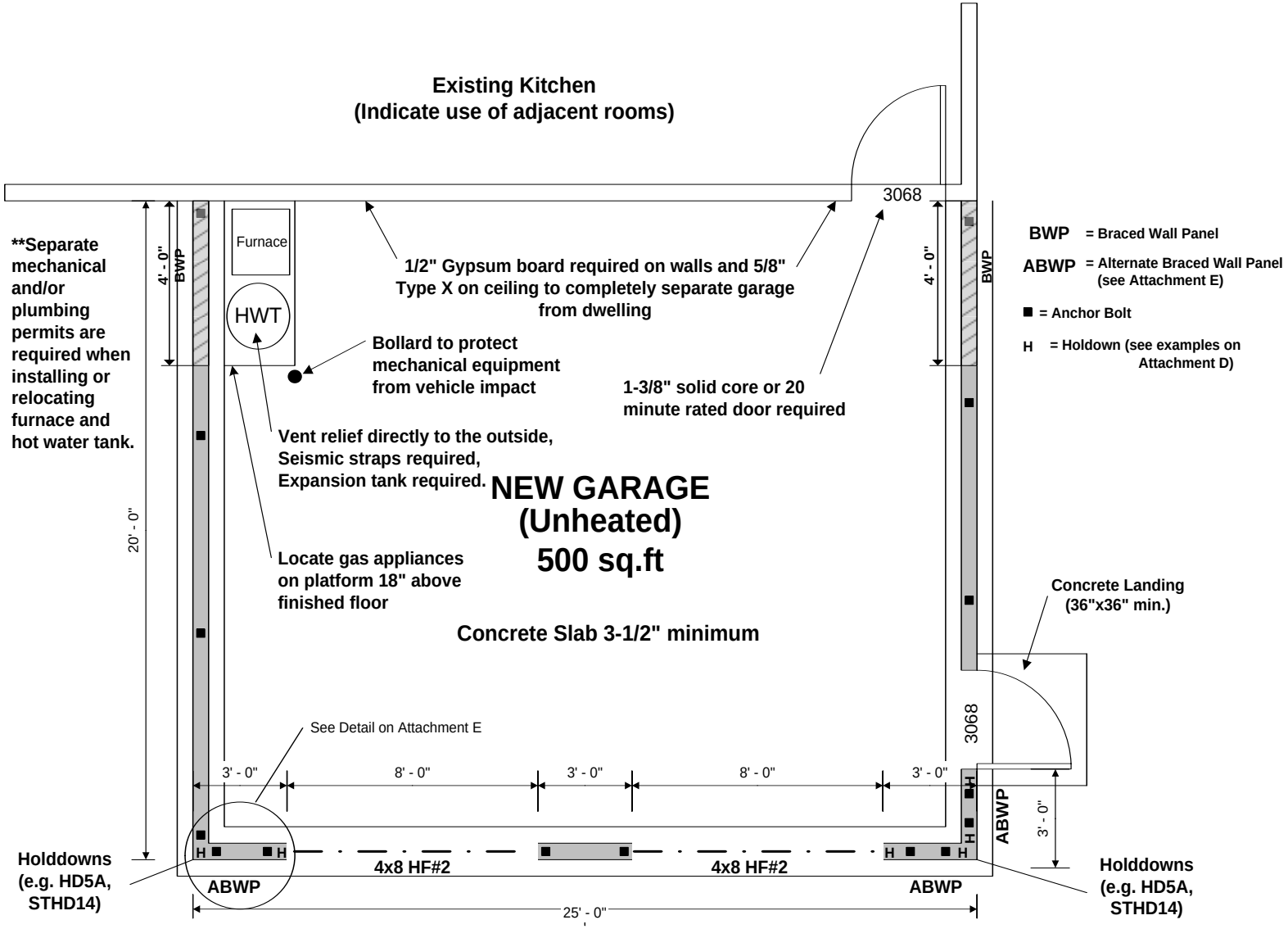
AVE GRADE = 105.05'
ACTUAL = 116.05'
MAXIMUM = 120.05'

Scale: 1"=20'



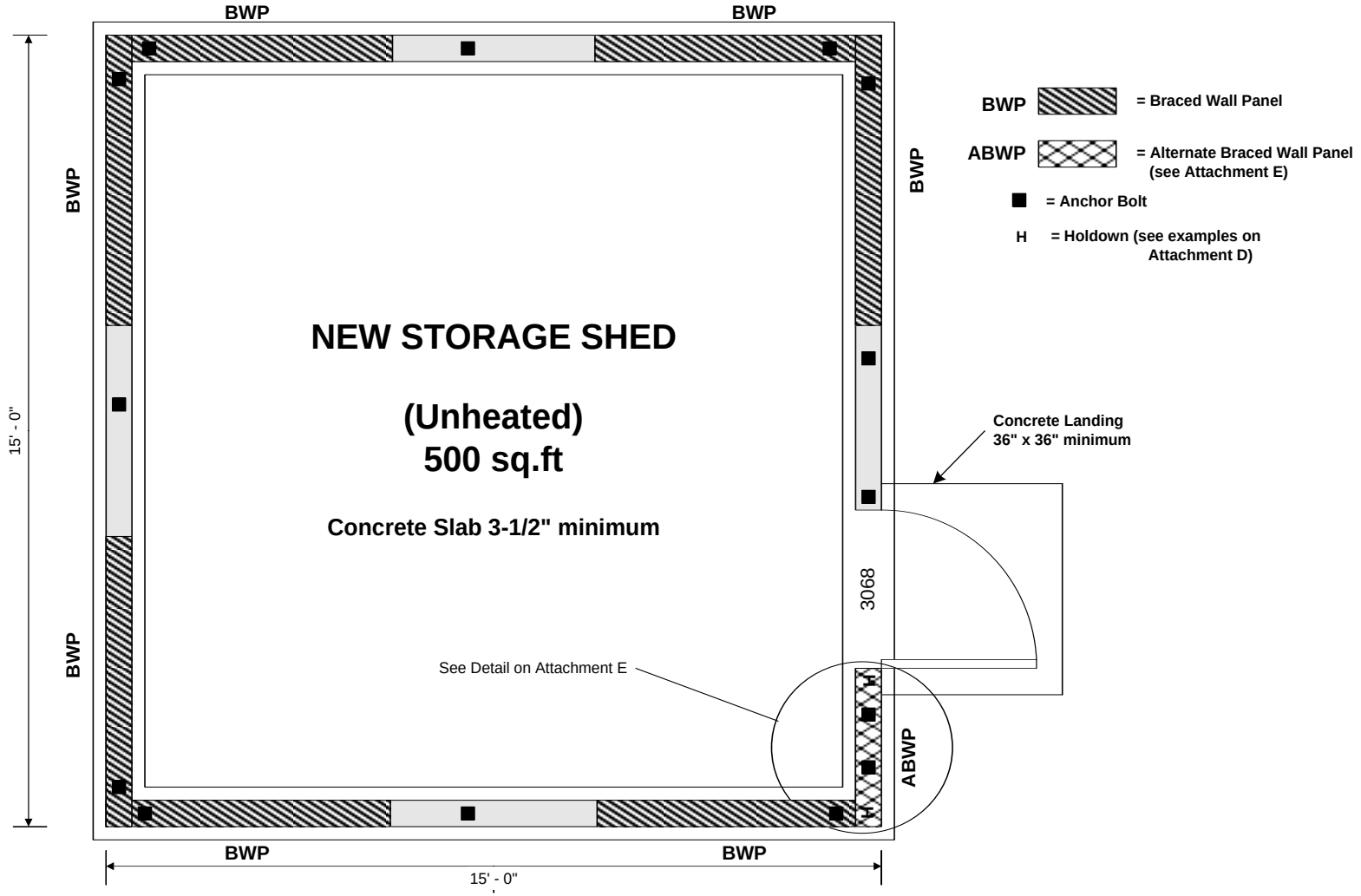
ATTACHMENT A

Sample Foundation/Floor Plan



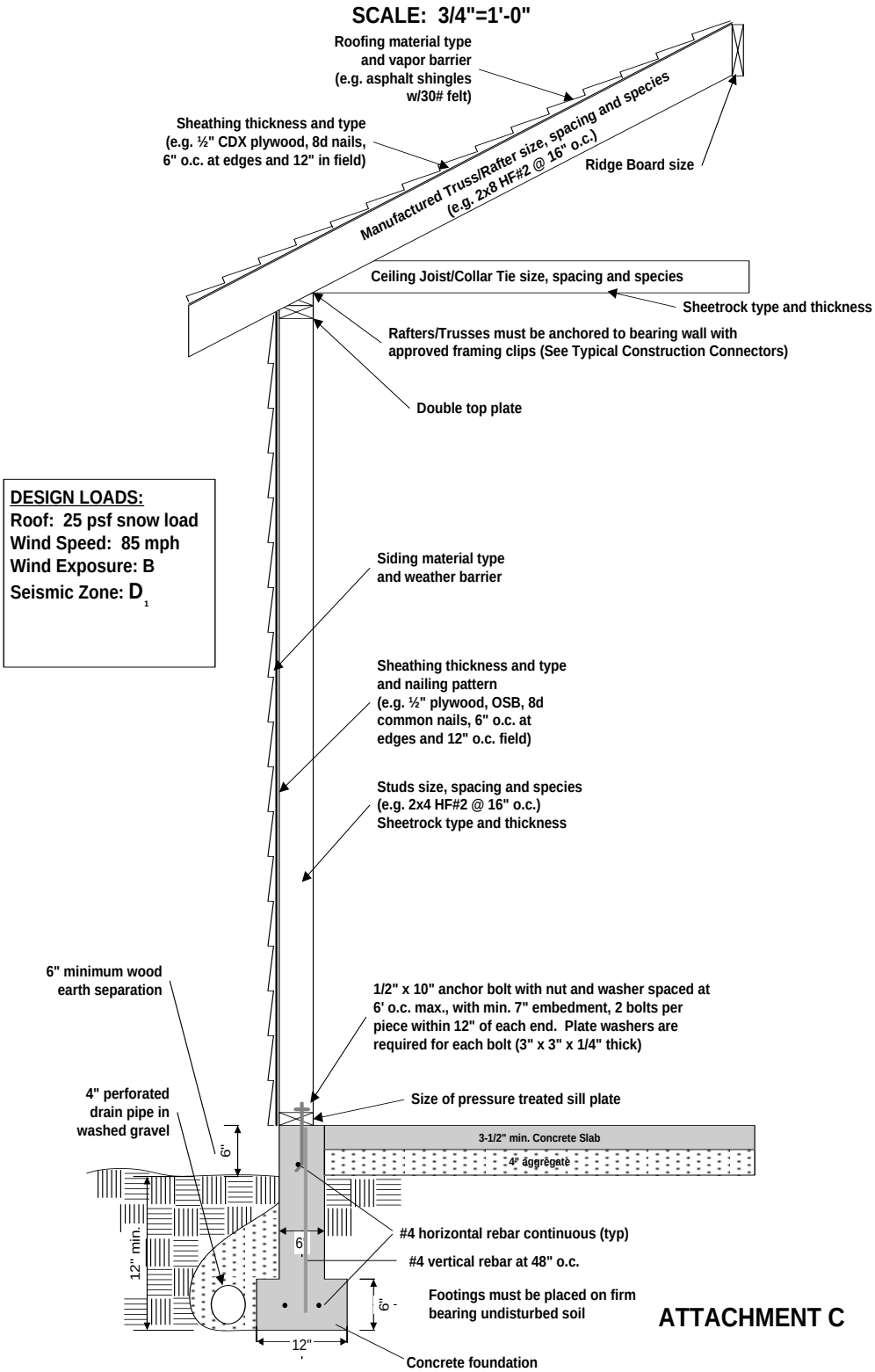
ATTACHMENT B

Sample Foundation/Floor Plan



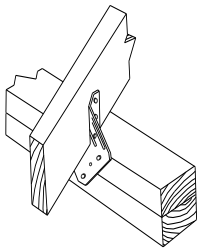
ATTACHMENT B

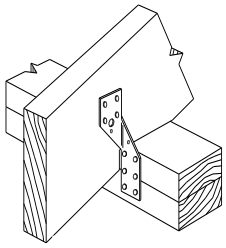
SAMPLE SECTION VIEW



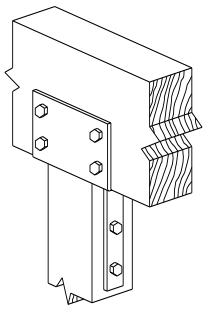
ATTACHMENT C

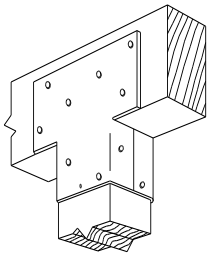
Typical Construction Connectors



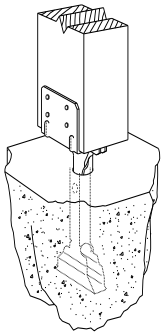


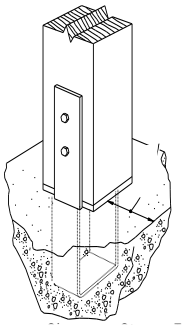
Rafter/Truss Clips



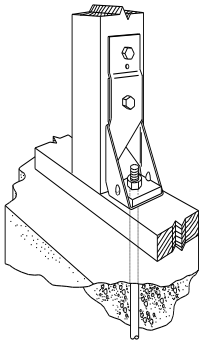


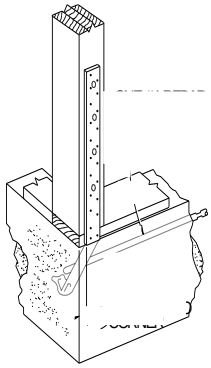
Post-Beam Connectors





Post-Pier Connectors





Holdowns

ATTACHMENT D

Sample Roof Plan

Truss Example:

Manufactured trusses at 24" o.c.

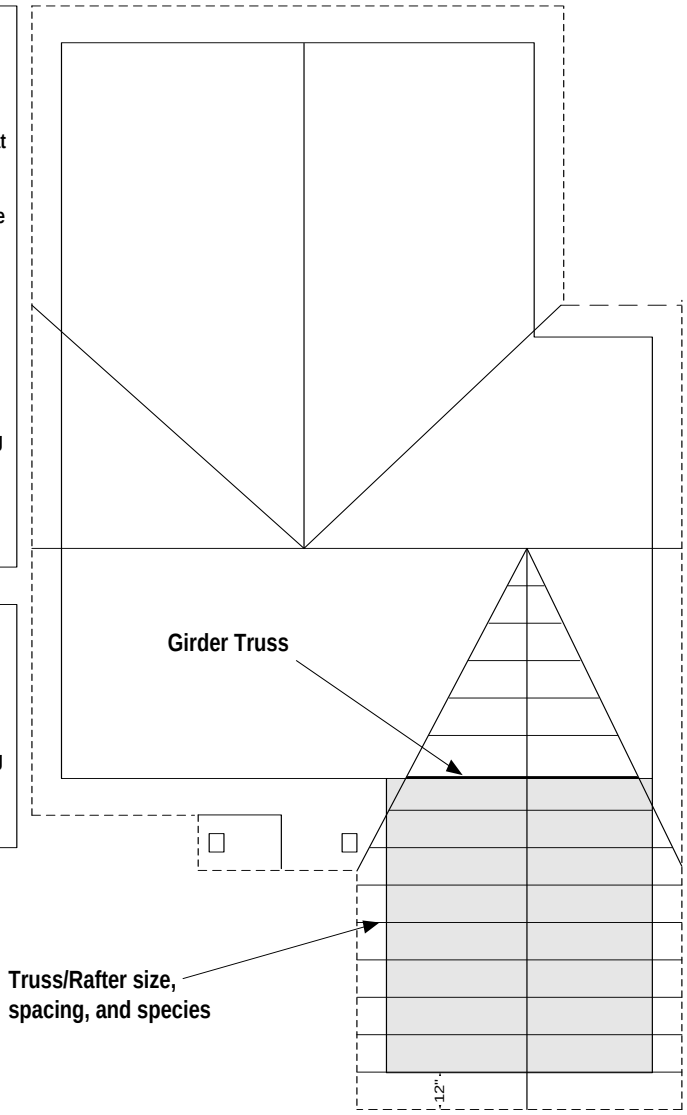
Truss drawings must be stamped and signed by State licensed Professional Engineer and provided to the Building Inspector at framing inspection.

All trusses shall be anchored to the bearing walls with approved framing clips.

Rafter Example:

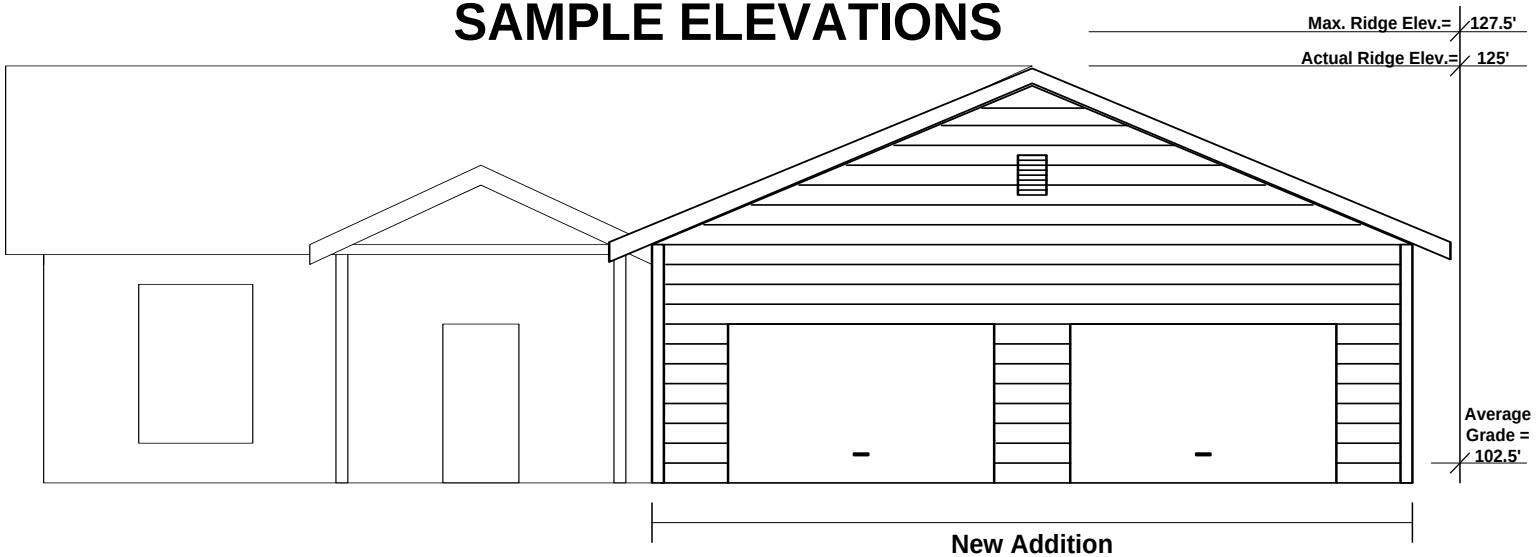
2x8 HF#2 at 24" o.c.

All rafters shall be anchored to the bearing walls with approved framing clips.

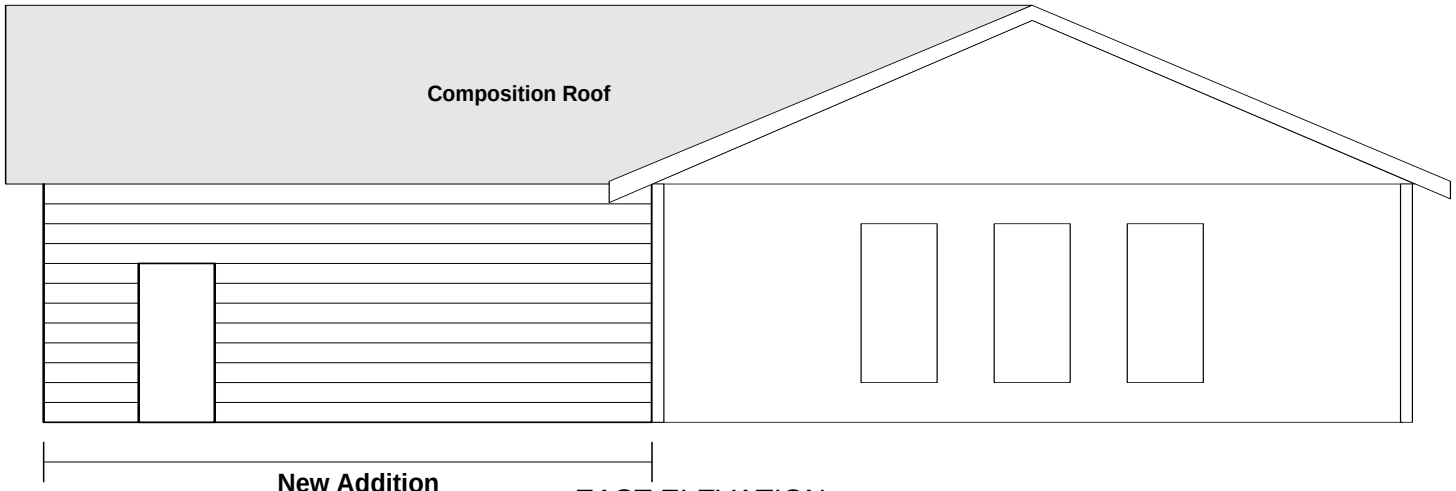


ATTACHMENT F

SAMPLE ELEVATIONS



SOUTH ELEVATION



EAST ELEVATION

ATTACHMENT G